

**POSITION DESCRIPTION
TOWN OF ARGYLE, TEXAS**

POSITION TITLE: Street & Wastewater Maintenance Worker **DESCRIPTION DATE:** Jul - 2011
Revised Nov.-2015

DEPARTMENT: Public Works

REPORTS TO: Public Works Crew Leader

FLSA: Nonexempt

POSITION SUMMARY: Responsible for performing assigned tasks necessary to maintain and repair Town infrastructure and improvements including streets, roads, bridges, medians, right of ways, gutters, sidewalks, alleys, parks, open space, drainage and wastewater collection system. Must perform shop work, small equipment repair and storage, light construction, and operation of tools and equipment as directed by the Public Works Crew Leader and/or Public Works Director.

ESSENTIAL COMPETENCIES

1. Demonstrates competence related to the understanding and application of Argyle Core Values.
2. Must demonstrate safety consciousness for self and others while driving and working.
3. Must be comfortable performing a wide variety of manual labor tasks.
4. Must be proficient at manual labor, shop work, small equipment repair, maintenance and storage of tools and equipment.
5. Must be able to understand and perform preventive maintenance on a variety of tools and equipment.
6. Must be able to understand and execute oral and written instructions.
7. Must be comfortable and content working on a team toward common goals.

REQUIRED QUALIFICATIONS

Education/Experience/Certificates/Licenses/Eligibility:

1. High School Diploma or General Equivalency Diploma (GED) is required.
2. Five (5) years of previous experience in construction, street maintenance (concrete and asphalt) repair or construction work experience, mechanics, or equipment operation preferred.
3. Prefer a minimum Class "I" Collections System Certification issued by the TCEQ or must obtain within one year of hire date.
4. Must have a valid Texas Class C driver's license.
5. Must pass a criminal history background check, driving record check and submit to drug screening test.

Interpersonal: Must be an effective team member. Must be able to develop and sustain positive working relationship with fellow employees and supervisor(s). Must be friendly to fellow employees, customers, residents and city staff. Personal interaction must be even tempered and fair.

Critical Thinking: Must be able to quickly assess conditions involving tools and machinery and act decisively to prevent injury, accidents or service interruptions. The position will encounter unusual and unpredictable circumstances where the solution is not always readily apparent. These situations require analytical and logical thinking in order to accurately assess the circumstances and arrive at a sound conclusion.

Knowledge: Must acquire/possess sufficient knowledge of vehicles, equipment, machines and tools to know the correct and safe application to achieve a desired result. Must be able to retain critical information concerning infrastructure history and conditions in order to avoid service interruption, unnecessary expenditures and time lost

in repair. Must be able to understand and execute preventive maintenance on schedule in a thorough and timely manner.

Physical: Must be prepared to meet the physical demands of outdoor work in inclement weather during extreme temperatures and at all hours. Job entails heavy physical labor, which requires strength and agility, constant physical effort required in digging by hand, scooping asphalt, utilizing and repairing heavy equipment and vehicle and building maintenance. Must be able to lift and/or carry up to 100 pounds. Must be willing and able to work safely and effectively in confined spaces, heavy vehicular traffic areas and ditches. Safety equipment such as gloves, goggles, hard hats, safety vests, steel-toe boots, seat belts and all safety equipment provided must be worn as required by department procedures and good safety practices. Must be willing to work overtime and be on-call when requested during peak work conditions and emergencies.

CORE VALUES EXPECTATIONS

SERVICE

The Street and Wastewater Maintenance Worker provides direct, first line services to the citizens of Argyle. These services are to be rendered with friendliness, efficiency, and competency and with a clear commitment to customer service. Service by the Public Works Department is manifested in how employees dress, how they look, how they behave, how they interact with customers and in the regard they show for citizen's property and livelihood. Services are rendered on a timely basis with sensitivity to the impact of service interruption on families and businesses. Employees are expected to treat the public and one another with respect, compassion and a genuine desire to serve.

INTEGRITY

The Street and Wastewater Maintenance Worker must demonstrate a high moral standard and adherence to ethical principles. All interaction with customers and fellow employees must be reliable, honest and trustworthy. Mistakes are owned up to and corrected without prompting or investigation. Integrity is demonstrated by honoring commitments to customers and to employees, by being impartial, honest and fair in all matters and treating people with tolerance and understanding. Integrity is reflected in virtually every aspect of the job including; completing time cards, accurately reflecting overtime and time off time, purchasing and petty cash transactions, and use of city equipment, supplies and materials for their intended purpose. All employees are expected to demonstrate these standards both on and off the job and recognize that they are representatives of the Town.

LEADERSHIP

The Street and Wastewater Maintenance Worker demonstrates leadership by taking responsibility for their actions and demonstrating ownership of their duties. Tools and equipment entrusted to employees is to be maintained in a way that reflects care and pride. Construction and repair projects must be completed thoroughly and completely, without regard to the hour or the day or the work conditions. Employees are encouraged to take leadership positions in the community. Leadership skills must be demonstrated in order to be considered for promotion.

TEAMWORK

The Street and Wastewater Maintenance must be a team player. Teamwork is demonstrated when employees recognize the strengths of one another as well as working together to supplement one another when needed. The team is to function without bias or discrimination and must show one another and those in other department's mutual respect. Duties that cross over into other departments are to be accomplished with the same respect and spirit that occurs inside the department. Being a part of the Public Works team means working shoulder to shoulder with fellow employees on a wide array of projects in every imaginable condition. A strong sense of camaraderie accompanies this position and it should illustrate the benefits of a highly functional team in every example of their work.

COMMUNICATION

The diversity of tasks and responsibilities occurring in the Public Works Department requires constant and deliberate communication with customers, supervisors and employees both within the department and with other departments. The Street and Wastewater Maintenance Worker relies heavily on good verbal, non-verbal and written communication skills every day to avoid what can be life threatening circumstances that can occur in the field. Moving heavy equipment, avoiding high voltage electric lines, working in confined spaces and in heavy traffic and extreme weather conditions all present risks that can be avoided by clear communication with one another and the public. Similarly, the position must communicate effectively with other departments and employees as the nature of tasks often involves services outside of Public Works. Communication skills' training is encouraged and must be demonstrated with excellence in order to be considered for promotion.

CONTINUOUS IMPROVEMENT

Success for the Street and Wastewater Maintenance Worker position is characterized by the proficiency and knowledge of the Town's equipment, vehicles, wastewater and drainage systems and fixed assets. Skills should constantly improve as should the knowledge about the Public Works system and the Public Works profession. Public Works is a dynamic department that represents a significant portion of the personnel and asset value of the Town of Argyle organization, so there are ample opportunities to learn new systems, new applications, new equipment and new techniques that improve service. The Street and Wastewater Maintenance Worker should seek out those opportunities whenever possible and work diligently to become proficient in as many areas as possible.

PROFESSIONALISM

The Street and Wastewater Maintenance Worker must demonstrate professionalism every day in all aspects of work. This position is one that literally keeps the Town operating 24 hours a day, 7 days a week without exception and without regard to the circumstances. The position requires a high degree of dedication to this task and should reflect that importance in execution, behavior, attendance, punctuality, consistency and quality of work product. The Street and Wastewater Maintenance Worker must function proficiently in stressful and sometimes dangerous environments and reflect discipline and self control at all times. Skills must be improved, knowledge must be expanded and training must take place in order to perform the duties of the position in a professional manner.

STRATEGIES AND FOCUSES

Process

1. Proficiently utilizes tools and operates assigned equipment.
2. Works as part of street crew, shovel and spread asphalt base in patching, repairing and reconstructing streets.
3. Safe, effective and reliable driver of rolling stock and heavily loaded trailers.
4. Cuts brush, trims trees, mows grass and picks up trash in Town maintained areas.
5. Repair, clean and clear obstructions in storm drains and culverts.
6. Works as part of a wastewater crew, excavate, inspect, flush, clean and repair sewer mains, installs or repairs taps, lines and laterals.
7. Repairs and maintains wastewater lift stations, wastewater collection and streets systems.
8. Flags and directs traffic.
9. Services and repairs all Public Works fixtures, tools and mechanical systems.
10. Assists with inspection and replacement of street signs and posts.
11. Assist Police Department in moving and setting up speed boxes and traffic control as needed.
12. Provides Building & Grounds maintenance for all Town owned or leased building and grounds.
13. Performs work in compliance with accepted industry safety standards.
14. Demonstrates regular and punctual attendance.

Financial

1. Provides scheduled maintenance of equipment, tools and vehicles in a manner that preserves operating condition and prolongs usefulness.
2. Seeks ways to save the Town money and reduce expenditures by identifying more efficient and effective service methods, techniques and practices.

Customer

1. Effectively communicates with customers when necessary to notify of service interruptions, detours, system outages or dangerous conditions.
2. Provides services to other departments as requested with good attitude and excellent outcomes.
3. Demonstrates excellent teamwork skills in the delivery of services.
4. Is ready, willing and able to work in all conditions at all hours and in all circumstances.

Learning

1. Ability to learn quickly and take direction from supervisors.
2. Seeks additional training opportunities and applies new skills in every day duties.
3. Assists in Park grounds maintenance to include: mowing, picking up trash, weed and tree trimming.
4. Participate in Annual Cleanup Day & Household Hazardous Waste collection event.
5. Set up and take down the Christmas tree and buildings outdoor lighting.
6. Demonstrates proficiency and improvement in the operation of a wide variety of tools and equipment.
7. Demonstrates expanding knowledge of the Public Works Department systems and assets.

SPECIAL CONDITIONS:

1. Must have reliable transportation and a home telephone.
2. Must be willing to work overtime, shift work, weekends, flexible hours, holidays and on-call emergencies.
3. Participate in Special Town events as required.
4. A performance evaluation will be conducted at the end of a 180 day trial period.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.